



2016  
**Presidential  
Transition**  
Support Team

# Presidential Transition Team Human Resources Training

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*Supported by U.S. General Services Administration*



# Leila M. Knight



Leila is currently a Employee Relations Specialist within the Office of Human Resources Management. Her primary responsibilities include providing consultative services to managers and supervisors regarding employee relations matters. Leila began her role in 2014, and she continues to provide advice and guidance to managers and supervisors throughout Central Office.

# Training Objectives

- FLSA-Exemption Status
- Overtime Compensation
- Compensatory Time
- Restoration of Annual Leave
- Performance Management

# Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act of 1938, as amended (referred to as "the Act" or "FLSA"), is published in law in sections 201-219 of title 29, [United States Code](#). The Act provides for minimum standards for both wages and overtime entitlement, and spells out administrative procedures by which covered worktime must be compensated.

Employees are designated as FLSA-Exempt or FLSA-Nonexempt

# Exemption Status

## **Fair Labor Standards Act (FLSA) Exempt Designation**

FLSA Exempt Employees- Those who are not covered by the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA)

Work must be officially ordered and approved

Overtime Pay can be earned

Compensatory Time Off can be earned

- Bi-weekly pay can not exceed GS-15, Step 10

Annual pay can not exceed GS-15, Step 10

# Exemption Status

## Fair Labor Standards Act (FLSA) Non-Exempt Designation

- Work need only be suffered or permitted
- Non-exempt employees must receive overtime pay. Even if requested, employees may not earn compensatory time
- Some travel time or training time may be considered hours of work
- No limitation on hourly rate of overtime pay (rate of pay x 1.5)

# Overtime Coverage

- Employees on a regular schedule, any hours in excess of 8 in a day or 40 in an administrative workweek
- Employees on an AWS Schedule (i.e. compressed), any hours over those specified in the compressed work schedule
- Employees on a flexible schedule, any hours in excess of 8 in a day or 40 in an administrative workweek, excluding credit hours.

# Overtime

- Over Time must be ordered and approved in advance
- If approved, notify employee to submit overtime request through ALOHA for supervisory approval



# Compensatory Time

- Is time off instead of overtime pay for work
- Comp time earned will normally be taken within 4 pay periods after it is earned
- Employees must use comp time earned before taking annual leave
- FLSA exempt employees must use accrued comp time off by the end of the 26<sup>th</sup> pay period after the pay period it was earned
- Unused comp time will be forfeited at the end of the leave year

# Compensatory Time

- Supervisors must monitor leave usage to enforce the use of comp time earned
- The payroll system does not have a feature to alert supervisor of outstanding comp time
- Supervisors should not grant annual leave on the same day; the day before, or the day after a day for which overtime has been approved.

# Restoration of Annual Leave

Maximum leave accrual of annual leave is 240 hours (for most employees)

Anything over 240 at the end of the leave year is forfeited unless the leave was lost due to:

- exigency of the public business
- sickness of the employee
- administrative error

# Restoration of Annual Leave

Annual leave forfeited may be considered for restoration

When both the employee's request and authorizing official's approval of leave is in writing with the dates and signatures and

The leave request was scheduled and approved before **November 26, 2016.**

# Restoration of Annual Leave Process

How do I complete this process?

Submit a memorandum to request the hours of annual leave be restored signed by the Director of the Presidential Transition Team

Along with memorandum, submit documentation to show that leave request was denied by supervisor before **November 26, 2016**.

Leave restoration package is forwarded to HR to ensure compliance with GSA's Time and Attendance Handbook, OAD P 6010.4, Change 5, Chapter 2, paragraph 11b(2)(a)(i) and 5 CFR 630.308

Approved packages are forwarded to the National Payroll Center for processing

# APPAS – In General

- Performance expectations for all associates will be communicated, annually, through written performance plans
- **Any employee who is on a detail for 120 days or longer must have a performance plan**
- Any employee on a plan for 120 days or more must be rated
  - **APPAS directive requires that employee is given an interim rating when an employee completes a detail or temporary promotion of 120 days or more**
- Plans must be reviewed each year
- Mid year progress reviews are required
- Plans must be re-certified at the beginning of every rating cycle OR when a change is made to a critical element or performance measure

# Your Role as the Detail Supervisor

- Ensure employees are on performance plans
- Ensure the performance plans are signed
- Rate the employee at the end of the rating cycle
- Reward employees based on their performance

# Performance Level Descriptions

- Level 1: Does not meet performance expectations (Unsatisfactory)
- Level 2: Partially meets performance expectations (Minimally Successful)
- Level 3: Meets performance expectations (Fully Successful)
- Level 4: Meets and often exceeds performance expectations (Highly Successful)
- Level 5: Meets and consistently exceeds performance expectations (Outstanding)



# Preparing for the Appraisal

- Review the employee's performance plan, feedback sources, position description, performance file, midyear progress review, notes, rating levels, and other appropriate documentation
- Reach out to employees to provide a Self-Assessment of the period being discussed
  - Self-Assessment Form or Narrative sorted by Critical Elements

# Comments on Performance Evaluations

- Comments should be performance related
  - **Contact your servicing Employee Relations Specialist to discuss any conduct issues**
- Comments should be made under each critical element
- Areas for training and development should be identified
- An overall summary rating level is automatically assigned by CHRIS based on established percentages



# Questions

# Washington Area Operation Center Employee Relations Branch

**For more information contact:**

Employee Relations Branch Chief:

Dana Matthews      202-690-9172

Human Resources Specialists:

Thomasina Williams      202-501-3790

Emily Plank      202-205-3108

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# PTST/IST Handbook Overview

Jearline Nicome

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## Jearline Nicome



Jearline Nicome serves as Human Capital Advisor to Staff Offices on the development and implementation of Human Capital Strategic Workforce Action Plans and workforce restructuring initiatives. Jearline also served as a member of the 2008 Presidential Transition Support , Human Resources Team.

## Pia Scott



Pia Scott, PTST Chief of Staff FAS is a innovative and strategic leader committed to service excellence. Pia also serves as the Director of GSA TTS, 18F Talent Training and Development Programs. Pia has worked in academia, non-profit, corporate, state and federal sectors. Beginning her federal career as a Presidential Management Fellow, she has held numerous leadership positions from Chief of Staff, Deputy Assistant Director to Director.

# Presentation Overview

- Handbook Introduction
- PTT Legislative Overview
- Mission, Vision and Objective
- Core Values
- Operating Principles
- Customer Service
- Time and Attendance
  - Detail Agreement Overview
  - Tour of Duty
  - Leave
  - Telework
- Training
- Hatch Act
- IT Acceptable Use Policy
- DOs and DON'Ts
- Recap



# PTT Legislative Overview

- **Presidential Transition Act of 1963**
  - Promotes the orderly transfer of the executive power
- **Presidential Transitions Improvements Act of 2015**
  - Establishes two Councils:
    - White House Transition Coordination
    - Agency Transition Directors
  - Designates a Federal Transition Coordinator (Tim Horne, GSA Senior Career Executive), who leads:
    - GSA's transition activities;
    - Federal transition planning;
    - Federal compliance; and
    - Serves as liaison to eligible candidates



# Mission, Vision and Objective

- **Mission:** To support the orderly transition of the Executive Branch.
- **Vision:** To be the agency that best understands and satisfies Presidential transition needs.
- **Objective:** To support a smooth transition by operating the finest workplace environment in transition history and leave a world-class first impression of the Federal Government and trust in GSA.

# Core Values

- Be Flexible
- Deliver Outstanding Service
  - Exercise Resilience
- Inspire Passion for Work
  - Achieve Success
- Exude Professionalism
- Believe in Each Other

# Operating Principles

- Service Before Self
- Humility
- Impartiality
- Customer Service
- Courtesy
- Reliability
- Responsibility
- Decisiveness
- Representation
- Teamwork



# Customer Service

- #1 Priority -- Customers
- Telephone Etiquette
  - Smile before answering
  - Standard Greeting  
“Thank you for calling GSA. This is \_\_\_\_\_.  
How may I help you?”
  - Return calls ASAP
- Emails
  - Precise Subject Line
  - Proof-Read before sending
  - Standard PTST/IST
- Email Signature Block

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# **Time and Attendance**

## **Detail Agreement Overview:**

- Official Detail Title
- Detail Duration
- Limited Annual Leave
- Alternative Work Schedule adjusted or eliminated
- Timekeeping, leave, and overtime is the responsibility of the Home Office in coordination with the PTST/IST Supervisor

# Time and Attendance

- Tour of Duty
  - Basic 8-hour daily tour of duty, Monday through Friday, between 6 a.m. and 6 p.m.
  - Tour of Duty will be determined by the needs of the customer
  - Work with your detail supervisor to determine a tour of duty to meet customer needs

# Time and Attendance

- **Leave**
  - Employee leave request will be considered in coordination with the PTST and home supervisors.
- **Telework**
  - Onsite support is required. Telework is not permitted “leading up to and during occupancy of the Pre-Elect and Transition Space.



# Training, Hatch Act and IT Use

- Training
  - Complete Mandatory Training
  - Reschedule Training from November to January
- Hatch Act
  - Register to Vote
  - Assist with Voter Registration
  - Contribute to Campaigns
  - Attend Fund Raisers
- IT Acceptable Use Policy
  - IT Use and Behavior
  - IT Security
  - Privacy Act
  - IT Security Policies
  - IT Security Procedural Guides
  - GSA IT Security Contacts



# DOs

- DO** use discretion— information is for official use only
- DO** whatever it takes, within the confines of the law, ethical requirements and professional conduct
- DO** follow through
- DO** know team leaders
- DO** keep you cell phones on vibrate
- DO** know the PTST and IST help desk numbers
- DO** save documentation
- DO** dress and act professionally

Principles of Ethical Conduct

5 CFR 2635.101(b)

# DON'Ts

- DO NOT** expect a glamorous job
- DO NOT** communicate political preferences
- DO NOT** discuss political commentary
- DO NOT** argue with security
- DO NOT** buddy up to the transition team
- DO NOT** be starstruck
- DO NOT** give the appearance of impropriety, wrong-doing (i.e., will your actions fail the “Washington Post Test”?)

Hatch Act



# **Need Help?**

## **PTST HELP DESK**

1-844-PTT-2016

## **IST HELP DESK**

1-202- 208-7879

**Email:**

[support@it.ptt.gov](mailto:support@it.ptt.gov)